

April 29, 2003

MEMORANDUM

SUBJECT: FY 2004 Technical Guidance

FROM Steve Page, Director /signed by Tom Curran
Office of Air Quality Planning and Standards (C404-04)

TO: Air Division Directors, Regions I - X

Attached to this memo is the Office of Air and Radiation's (OAR's) Technical Guidance for Regions, Tribes, State and Local agencies for FY 2004. This guidance is based upon the previously negotiated FY 2004 Regional Performance Measures and has been reviewed and commented on by the sub lead Regions.

The OAR FY 2004 Performance Priorities are included in the Technical Guidance. Under OAR's revised MOA process, the Region's MOA should focus primarily upon addressing the OAR Performance Priorities. Additionally, under the revised process the Regions are asked to include a certification on the signature page of the MOA that they will work to meet their negotiated performance measures and will continue to implement their ongoing air program with any noted exceptions. Only exceptions need to be addressed in the memo regarding ongoing activities. In addition to the OAR priorities, the Regions are encouraged to include any regional priorities that have significant environmental benefit.

The schedule for the FY 2004 MOA process is as follows:

Regions submit draft MOA	August 29, 2003
OAR Offices review and provide comment to Regions by	September 26, 2003
Regions submit final signed MOA	October 10, 2003
OAR signs final MOA	October 17, 2003
Mid-year Exceptions Memo due	April 16, 2004
End-of-Year Progress report due	October 15, 2004

As the above schedule notes, we will not ask for mid-year progress memos but instead ask that if a Region has concerns regarding implementing the OAR performance measures or meeting its end of year commitments the Region should raise these concerns via a midyear memo, describing their concerns or issues and the possible end of year impact.. The OAQPS Desk Officers are available to work with the appropriate OAR offices to schedule a conference call to discuss the Region's concerns.

For the purpose of reporting Performance Measure progress, the Regions should continue to report their progress through the established reporting mechanisms such as FREDS for midyear and end of year progress reporting.

As the Agency moves towards the implementation of Regional Plans for FY 2005, OAR working with the Lead Region will address the MOA process to ensure that duplicate planning and reporting does not take place. Should you have any questions regarding the technical guidance or the MOA process, please contact Ieva Spons (919) 541-0882.

Attachment

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